

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post GUATEMALA	2. Agency Department of State	3a. Position Number 312201 100795
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

- ☐ a. Re-description of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Registered Professional Nurse	FSN-9		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Health Unit Nurse	7. Name of Employee
8. Office / Section Health Unit	a. First Subdivision Management Section
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position _____ Printed Name of Employee _____ Signature of employee _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)
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13. Basic Function of Position

This position functions as a fully credentialed/licensed professional nurse in the host country. The position is located in the embassy health unit (HU) and is under the direct supervision of the foreign service health practitioner (FSHP). The position will provide the full range of professional nursing services to American and locally employed staff.

14. Major Duties and Responsibilities

ASSIST WITH THE MAINTAINANCE OF AN OCCUPATIONAL HEALTH CLINIC DURING ASSIGNED WORK HOURS. **40%**

--Maintains custody and proper internal controls for the health unit. This includes ordering and inventory control of medical supplies and medications.

- Utilize the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (us direct hire, les, any eligible beneficiary); or
- Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. Interprets, reviews, and records history and clinical findings. Selects appropriate action and initiates treatment or referral if indicated according to the nurse's scope of practice. This will include triage.
- Maintains an overseas medical record (paper or electronic) of all employee visits to the HU.
- Dispenses medications according to protocols approved by the FSHP or RMO.
- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate.
- Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.
- Provides follow-up care to patients once discharged from the hospital.
- Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- Perform periodic sanitation inspections as directed by the RMO or Admin.
- Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- Conduct workplace health and safety surveys with the POSHO.
- Maintain accident log/accident reporting per MED/SHEM guidelines.

RESPONSIBLE FOR THE HEALTH ORIENTATION OF NEW ARRIVALS/COORDINATION OF MEDICAL CLEARANCE EXAMINATIONS

10% of Time

- Complete the patient registration form and obtain medical clearances for all eligible beneficiaries
- Orientation to public health risks and preventive health behaviors.
- Assess family health and immunization needs.
- Describe services provided by the health unit and various roles of health care personnel.
- Orientation to the local health care system.
- Distribute a copy of the health and medical information booklet to all new employees.
- Complete age appropriate health promotion reviews.
- Schedule medical appointments, labs, and special tests as required by Washington (e.g., colon screening, PSA, mammogram).
- Request consultations and additional studies to complete the clearance evaluation.
- Assist medical personnel with clinical examinations performed in the health unit and perform basic diagnostic assessment tests as approved by the RMO or FSHP.
- Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam.
- Translate or arrange translation of medical reports to English.
- Review completed clearance exams for thoroughness and pouch to medical clearances.
- Package and ship lab specimens to med lab as necessary.

ASSIST IN MEDICAL EVACUATIONS AND LOCAL HOSPITALIZATIONS OF FOREIGN SERVICE PERSONNEL

10%

- Assist Medical Evacuations through FSHP/RMO and in coordination with med/foreign programs, the Florida Regional Center (FRC), or other regional medical evacuation site.
- Coordinate requests for specialty appointments with Med/Washington or overseas Medevac site.
- Collaborate with embassy administrative office to coordinate medical evacuations.
- Request fund cites from MED or appropriate agency.
- Liaison between local providers and MED during emergency evacuations.
- Assist patient with medical services access in interval prior to evacuation.
- Accompany patient as a medical attendant as needed.
- Initiate form FS-3067, authorization for medical services for employees and dependents, for urgent/emergency or elective hospitalizations.
- Request fund cites from MED or appropriate agency.
- Conduct regular visits to assess the course of care while hospitalized.
- Inform MED Foreign Programs and RMO by MED channel cable of all hospitalizations and status.



MAINTAIN AN IMMUNIZATION CLINIC FOR ROUTINE AND TRAVEL IMMUNIZATIONS 10%

- Assess each new patient's immunization needs and make recommendations
- follow cdc and acip guidelines for immunization of adults and children
- maintain logs and/or databases with federal requirements for record keeping of administered vaccines
- budget, order, and rotate vaccine stock
- knowledge of recommended immunization schedules and management/reporting of adverse events

ASSISTS IN THE MAINTENANCE OF A CURRENT WORKING KNOWLEDGE AND RELATIONSHIP WITH THE LOCAL PROVIDERS AND FACILITIES. 10%

- Identifies quality providers and facilities in area and works with FSHP/RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities.
- Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts.
- Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the RMO and Admin.
- Works with the FSHP and post medical advisor to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the post medical capability database to MED.
- Communicates regularly with the post medical advisor.

HEALTH PROMOTION PROGRAM 10%

- Writes health promotion/education articles for the embassy newsletter.
- Provides health promotion and safety activities at the embassy.
- Conducts health education programs to include first aid, CPR, HIV/STD, smoking cessation and weight control.
- Documents health promotion activities on DOS health promotions flow sheet.

MUST BE AVAILABLE OUTSIDE OF NORMAL EMBASSY WORKING HOURS/ADDITIONAL ADMINISTRATIVE DUTIES 10%

- Participates in embassy medical duty call rotation as appropriate.
- Responds to urgent telephone requests for medical information from the duty officer during off-duty hours.
- May be required to travel as a medical attendant during a medical evacuation.
- Attends continuing medical education conferences held outside of country as scheduled.
- may be required to make hospital visits during off-duty hours to monitor an individual's care
- available to respond to the embassy on an emergency basis
- Regular use and update as appropriate of state department medical regulations as delineated in 3 Foreign Affairs Manual (FAM).
- May serve (as appropriate) as alcohol/drug abuse counselor for post and/or be a member of the family advocacy program. Serves on other committees as appointed.
- Maintains written or electronic record of policies and procedures for the health unit.
- Assist HR/ER and MED in obtaining medical information and completing documentation for local OWCP claims when necessary.
- Other duties and training as assigned by FSHP or the RMO.

15. Qualifications Required For Effective Performance

a. Education:

Graduate of a professional nursing school or college in the U.S., Puerto Rico or other country that has the equivalent of RN training in the U.S. (to be confirmed by the FSHP) and be fully credentialed/licensed from that country is required.

b. Prior Work Experience:

At least two years of hospital or outpatient nursing is required.

- c. Post Entry Training:
Incumbent must possess basic nursing skills, such as vital signs measurement, injection administration, and bedside nursing care.
- d. Language Proficiency:
Level III (good working knowledge) speaking/reading English is required. Level IV (fluent) speaking/reading (Spanish) is required.
- e. Job Knowledge:
Incumbent must have up-to-date nursing science and technology understanding. Incumbent must be familiar with American nursing standards of care and must be able to administer adult and pediatric immunization program according to current CDC standards. A good working knowledge or experience of current health promotion recommendations in the U.S. population is desired. Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is preferred.
- f. Skills and Abilities
Incumbent must have strong interpersonal skills and must have skills and ability to perform at the fully functional level in the health unit with confidence. Incumbent must be able to perform basic (Level III) word processing on the computer and must be able to work independently at times.

16. Position element

- a. Supervision Received:
Direct supervision will be provided by the foreign service medical officer at post. Otherwise, direct supervision will be provided by the Management officer. Supervision for medical cases will be from the regional medical officer (RMO, Foreign Service Health Practitioner (FSHP), or MED Washington.
- b. Supervision Exercised:
Not applicable
- c. Available Guidelines
3 FAM 1900 series, office of medical services technical guidelines. Foreign service medical bulletin. CD-ROM standard operating procedures for health units, med website, med clinical nursing protocols, embassy health manuals
- d. Exercise of Judgment
Ability to independently identify actual and potential urgent health problems that may require immediate intervention or referral and act within the legal scope of nursing practice. Must recognize systems that indicate a serious physical, emotional or mental problem and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention.
- e. Authority to make Commitments
Initiates referral to competent local resources for medical clearance exams and serious health conditions, including requests for hospitalization and/or medical evacuations in consultation with the FSHP or RMO. Adheres to ICASS agreement as service provider. Initiates medical and pharmaceutical supply orders.
- f. Nature, Level, and Purpose of Contacts
Liaison with local health care providers and facilities to maintain contacts at all levels, from local clinics up to the Minister of Health.
- g. Time expected to Reach Full Performance Level:
6 months.